

Attorney 4 (Director of Land Transactions)

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Director of Land Transactions is responsible for the drafting, oversight, and submittal of all legal documents and due diligence required to acquire or dispose of State owned real property, as well as the oversight of two land agents and the Land Transaction Manager. This position interacts directly with the Attorney General's office in reviewing and editing legal documents as well as working with State Agencies to ensure their real estate transactions are closed in an efficient and timely manner. This position also supports the Special Projects Group in preparing lead sheets for Executive Sub-Committee (State Building Commission) approval, as well as handling its due diligence requests and overall compliance needs.

The position is located in downtown Nashville and the monthly starting salary is \$5,523 - \$6,351 (determined on experience). Information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Qualified candidates should submit a resume and letter of interest to Ted Hayden at Ted.Hayden@TN.gov. Position will be posted until filled.

Examples of Duties and Responsibilities

- Oversee the acquisition and disposition teams to ensure that land transactions are handled and closed in a professional and timely manner.
- Conduct regular meetings with agencies to understand and address their real property needs.
- Oversee the ordering of due diligence (title, appraisal, survey, and environmental services) for land transactions.
- Coordinate legal review of transactions by the DGS compliance attorneys.
- Perform any necessary analysis of due diligence items and communicate the results to the related agencies.
- Resolve any outstanding issues with DGS compliance attorneys and title companies for closings.
- Prepare and present land transaction items to the Executive Subcommittee staff.
- Maintain land inventory system reporting.
- Educate land agents on workflow processes and monitor their submissions.

Requirements

- Completion of a law degree from an accredited college or university, possession of license to practice law in the State of Tennessee, and 2 years of increasingly responsible professional full-time experience in the practice of Real Estate law.
- Experience practicing law in the State of Tennessee in a real estate capacity preferred.
- Knowledgeable of laws and government regulations regarding land acquisition and/or disposition transactions.
- Excellent analytical, verbal, and written communication skills; and strong negotiating skills.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

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